

**SECRET**

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020013-0

18 February 1955

MEMORANDUM FOR: Director of Logistics

FROM : Chief, Technical Review and Policy Staff

SUBJECT : Weekly Activity Report

1. General

25X1C

b. The Inspector General's Report - (continued item)

The Inspector General's report has been completely analysed and each recommendation evaluated in accordance with individual readings conducted between the Director of Logistics and Staff and Division Chiefs. It is anticipated that each Staff and Division Chief will be furnished copies of this analysis on or before 23 February 1955 for comment and/or concurrence. These copies should be utilized by Division and Staff Chiefs for ready reference to insure compliance or appropriate action. Upon receipt of any comments of the various Division and Staff Chiefs, completed staff work will be effected and final report prepared from the Director of Logistics to the DD/S not later than 1 March 1955. Also to be included in this transmittal will be appropriate letter from the DD/S to the DDCI indicating basic comments concerning the Inspector General's proposal.

2. Projects and Studies in Process

a. Problems with Respect to the Reproduction Shop [REDACTED] - (continued)

A meeting was held with a representative of [REDACTED] Chief, Printing and Reproduction Division, and a representative of the Planning Staff, LO to consider the space needed in the reproduction facility as a result of the requirements which have been determined to date. A floor plan of the required space has been obtained and the required equipment is now being laid out within this plan so as to result in an efficient and adequate installation. Meanwhile, the Planning Staff is continuing to obtain requirements from those Agency components who have not submitted them to date.

25X1A

25X1A

**CONFIDENTIAL**

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020013-0

**SECRET**

3. Items of Interest

STATINTL

- a. Proposed Agency Notices for Implementing Provisions [REDACTED]  
[REDACTED] (continued item)

STATINTL

Drafts of notices entitled "Coordination of Graphic Arts Research" and "Procedures for Ordering Printing Equipment" have been prepared and are now ready for submission to the Regulations Control Staff and a covering memorandum for the signature of the Director of Logistics has been prepared.

- b. Follow-up on Discussions Between Director of Logistics and SR [REDACTED]  
(new and continued item)

25X1A

A follow-up is being made to determine the status and to assure completion of those items discussed by the SR [REDACTED] and Division and Staff Chiefs. A summary will be prepared of action taken and will be submitted to the Director of Logistics in the near future.

25X1A

- c. Follow-up on European Trip by Director of Logistics and C/TR&P -  
(new and continued item)

A follow-up is being made on all action items in the report of the European trip of the Director of Logistics and the Chief, Technical Review and Policy Staff to assure completion of those items requiring action.

- d. Requisitions Reviewed - (continued item)

Requisition No. 192-55 for one photographic projection printer (Omega D-2 or equal), paper, and film was approved for issuance from stock. This equipment is for use in the area of [REDACTED] and is to be shipped to [REDACTED]

25X1C

25X1A

Requisition No. 944B-1215-55 for two Ditto Machines to be issued from stock to the Cable Secretariat was approved. These machines are to replace two machines which are badly in need of repair and which will be returned to stock when repaired.

25X1A

[REDACTED]